

TRANSCRIPT RECORDING REQUEST INFORMATION

The following form is used for the purpose of requesting a transcript or electronic copy of a court matter from a Waukesha County Court Reporter. This form **MUST** be completed entirely in order for us to process your request timely. All the information requested below can be found in the case file.

A record of your court proceeding is either taken down by a stenographer or electronically recorded. There are two ways in which this record can be reproduced to the public upon request:

1. **Typed transcript from stenographic or electronically recorded proceeding:** The county reporters, upon request, will generate a certified transcript of the court proceedings from their notes or an electronically recorded hearing. The cost is based on a per page statutory rate. The court reporter will calculate the cost and may require full payment prior to generating the transcript. The arrangements for transcript production, delivery and payment are made directly with the court reporter by the requester.

The cost of a written certified verbatim transcript is:

- | | |
|-------------------------------------|------------------|
| a. Non-government\general public | \$ 2.25 per page |
| b. Governmental agencies | \$ 1.50 per page |
| c. Copies of a Certified Transcript | \$.50 per page |

Special Note: A certified transcript becomes part of the official court record. The advantage of a certified typed transcript allows for the requester to utilize this information in further court proceedings.

2. **A copy of the electronically recorded proceeding:** A court proceeding that has been captured through the use of an electronic recording device (except juvenile matters captured via analog tape) can be, upon request, copied onto a compact disc (CD). The audio recording will be presented in Windows Media format (.wma). Other formats will be accommodated, upon request, subject to technical capabilities.

The cost of the copies is based upon the following:

- | | |
|---|------------------|
| a. A copy of 1 – 2 hearings per case | \$ 10.00 |
| b. A copy of 3 – 4 hearings per case | \$ 20.00 |
| c. A copy of 5 or greater hearings per case | To be determined |

Special Note: A CD or electronic copy of a past hearing is not a medium currently accepted by the court as the official transcript of a proceeding. ***The circuit courts will only accept certified typed transcripts for matters it has under review.*** An electronic copy allows the requester to review their proceeding and determine whether or not they wish to proceed with their court matter or the purchasing of a written certified transcript.

All arrangements for a certified transcript or copies of an electronically recorded proceeding are made directly with the court reporter by the requester. The following information is needed to fulfill your request. Commissioner court reporters can be contacted at (262) 896-8185 (Bill Carpenter) or (262) 896-8375 (Nancy Hyatt) or you may completely fill out this form and mail it to:

Clerk of Circuit Court
Attn. County Court Reporter(s)
P.O. Box 1627
Waukesha, WI 53187-1627

TRANSCRIPT\RECORDING REQUEST FORM

Please complete the following information

Case number _____ Case Name: _____

Date of Proceeding(s) _____

Name of Court Reporter: _____ If Court Reporter's name = "ECR" in the on-line court record then you'll need to obtain information from the court minute sheet in the actual court file on the following:

Audio Start time _____

Audio End time (if noted) _____

Room Number: _____

Please check one of the following:

- ☐ I would like a written certified transcript.
- ☐ I would like a CD copy of the electronically recorded proceeding in Windows Media (.wma) format.
- ☐ I am unsure and would like to be called to discuss my options.

Contact Information

Today's Date: _____

Requesters Name: _____ Telephone number: _____

Address: _____ City, State, Zip: _____

E-mail address (optional): _____

Signature of Requester: _____

All arrangements for a certified transcript or copies of an electronically recorded proceeding are made directly with the court reporter by the requester. A fee will be determined based on the type of transcript or audio record requested. Fee information is found on page 1 of this document. Commissioner court reporters can be contacted at (262) 896-8185 (Bill Carpenter) or (262) 896-8375 (Nancy Hyatt) or you may completely fill out this form and mail it to:

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